

DEVELOPMENT SERVICES DEPARTMENT  
BUILDING DIVISION

6591 ORANGE DRIVE • DAVIE, FLORIDA 33314-3399  
PHONE: 954.797.1111 • FAX: 954.797.1086 • WWW.DAVIE-FL.GOV

RESIDENTIAL SWIMMING POOL CHECKLIST

**\*We require 3 sets of plans/surveys Packaged and stapled together and 2 copies of applications and all other forms being submitted for this permit**

**Required**

- \_\_\_ Print out from the Broward County Property Appraisers Office (**WWW.BCPA.NET**)
- \_\_\_ If suite/land is leased: Owner or Managing Agent must provide notarized letter approving the proposed improvement(s).
- \_\_\_ **Zoning** 1 sealed survey (Original) 3 copies not older than 2 years. Without a survey affidavit  
If there is an existing fence label height and type on survey  
Location/plot plan (**REDUCED** surveys will not be accepted. All intended setbacks of pool, deck and screen enclosure or fence must be drawn on a copy of property survey. Also, indicate set backs from other existing structures.)  
If using a neighbors fence as part of pool protection fence affidavit is required  
Surveys must show all easements and encumbrances  
See section 12-33(8) for related information
- \_\_\_ **Landscaping** (Tree Affidavit Stating that no trees have been removed. (Obtained from Landscape Dept)
- \_\_\_ Utility easement agreement letters - if **fence** location is on a utility easement)
- \_\_\_ **Engineering** Provide drainage cross section including setback elevations and slopes on all sides of pool to property lines standard details available from town of davie
- \_\_\_ **Structural plans** - Pool, Deck, Screen and/or Fence. (3 complete sets, sealed by an Engineer)
- \_\_\_ Drainage district: (if **fence** is located on a Drainage/Lake Maintenance Easement)  
(**Required only if structure is in easement**) (Approval stamped on Location Plan)  
    n CENTRAL BROWARD WATER CONTROL DISTRICT  
    n SOUTH BROWARD DRAINAGE DISTRICT APPROVAL  
    n TINDALL HAMMOCK APPROVAL
- \_\_\_ Completed building permit application
- \_\_\_ Completed fence/deck/screen permit application
- \_\_\_ Completed plumbing permit application
- \_\_\_ Completed electrical permit application
- \_\_\_ Completed mechanical permit application for pool heater. Specifications & anchoring details required (3 copies)
- \_\_\_ Notarized signature on all applications
- \_\_\_ 3 Copies of Pool Safety Act Form
- \_\_\_ Contractors - **Write license #'s on all applications.** A copy of all applicable licenses (Competency & Occupational) and original insurance certificates for Workman's Comp and General Liability.
- \_\_\_ Application fee of \$30.00 is due at the time of permit submittal.

\_\_\_\_\_  
Contractors Signature

\_\_\_\_\_  
Owner signature required if applying for an owner builder permit